

Synchronizing our Clocks

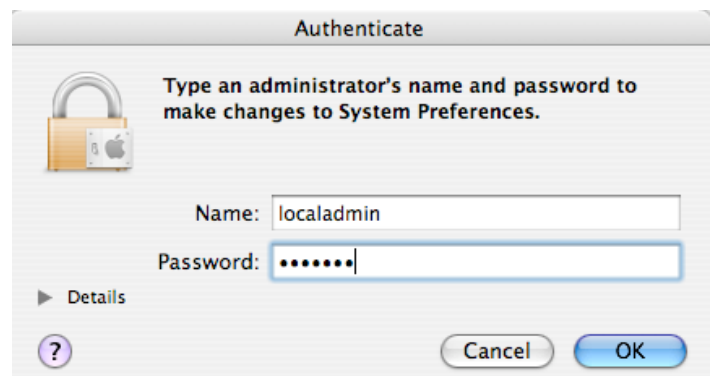
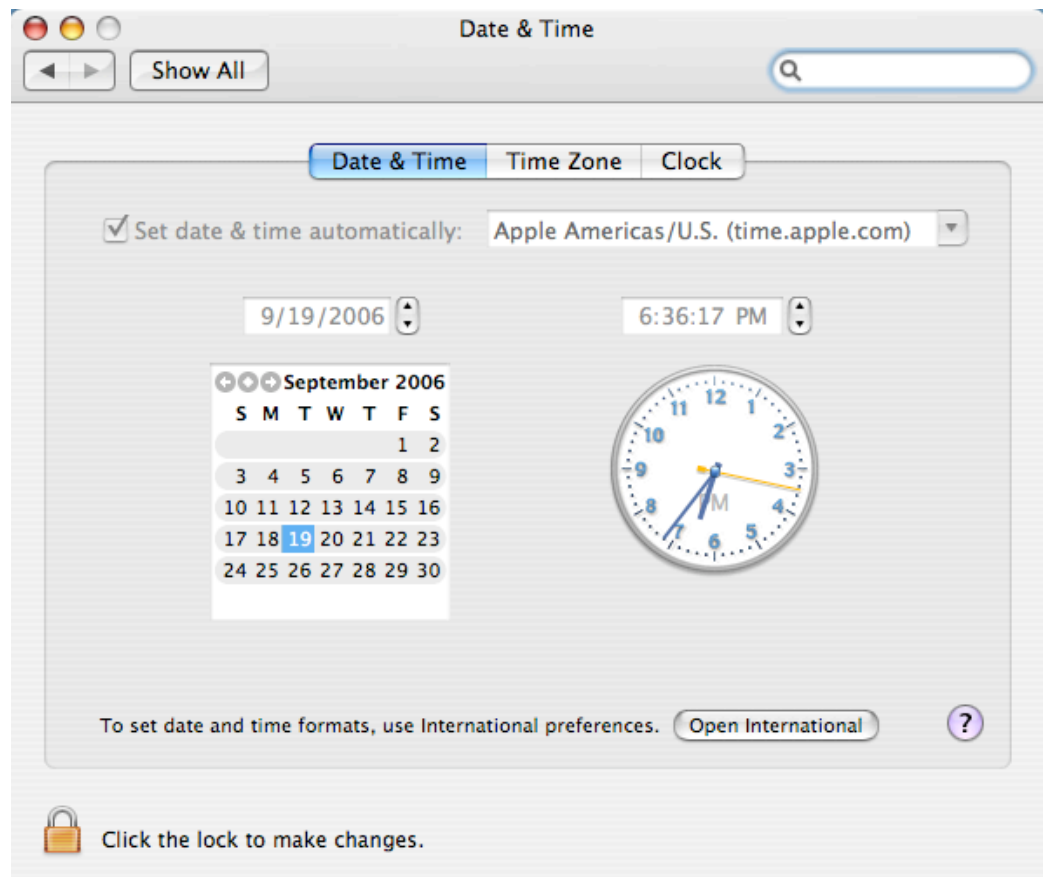
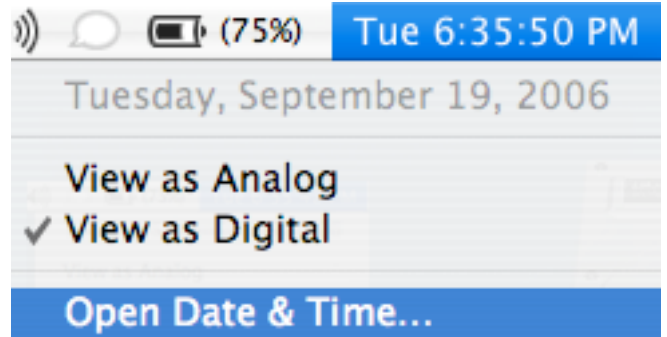
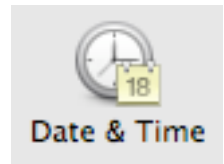
Before synchronizing our wall clocks to our computer clocks, you must follow these steps. As AA batteries loose their charge, certain wall clocks tend to run slower. You will need to continue to synchronize your clocks occasionally to make sure we are all on the same time.

1. Click on the time in your menu bar (on the top right of your computer screen). Choose "Open Date & Time..."

NOTE: If your clock is not shown in the top menu bar, you will need to click on the apple icon in the top left of your screen, choose System Preferences, and click on Date & Time.

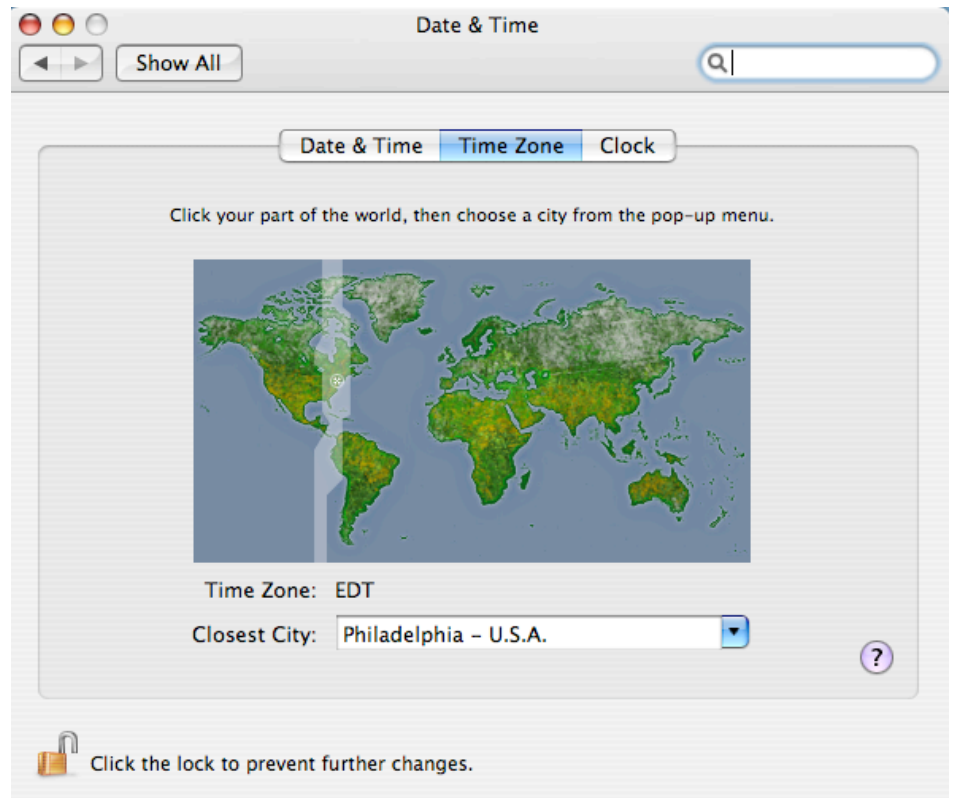
2. Your System Preferences will open a Date & Time window. Click on the Date & Time button. Make sure the check box is clicked that says "Set date & time automatically" and choose "Apple Americas/U.S. (time.apple.com)".

NOTE: You must have Internet access to set your date & time automatically. If the lock on the bottom left is closed, you will have to open the lock to make changes. Type the localadmin user name & password.



3. Click on the Time Zone button. Choose the Closest City to be Philadelphia – U.S.A from the pull down menu.

NOTE: We must have Philadelphia chosen. Even if you choose a city in the proper time zone, the time will be slightly different.



4. You are now done. Click the red button on the top left of the Date & Time window, which will quit the System Preferences. If you would like, you can choose to Display the time with seconds in the Clock button. Some users prefer to show the seconds in order to immediately check if their computer is ever frozen.

